



To Listen to the play back of the call follow this link:

No recording this month due to system error.

AGENDA

- Welcome and Introduction
- Bike Fleet Guide to Support SRTS
- Legislative Update: AT Mayoral Caucus, Transportation Funding, SRTS Funding (Dorian)
- Urban and Rural Bike Share
- New Communication
- Announcements



BICYCLE ALLIANCE OF MINNESOTA

Walk! Bike! Fun! Fleet Guide

April 21, 2016



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BICYCLE FLEET GUIDE

Acquiring, managing, and maintaining your fleet.



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I. Background/ Project Goals

Demand for Bike Education + Need for equipment = Bike Fleet

Acquiring

Maintaining

Managing

Bike Sizing: The Right Fit

To size the bike to the correct size. Bikes that are too big for the rider can be dangerous. There should be at least 1 inch between the inseam and the top tube. Riders' hands should comfortably reach the handlebars with arms extended (less than 90° [degrees] from the body, and feet should easily be able to reach the ground when sitting on the saddle with the height adjusted properly. Use the chart below to help you find the right fit for standard bikes.

What is your inseam?



Fleet Bikes: Size adjustable - Bike Friday OSATA

Bike Friday is specialty bicycle manufacturer based in Eugene, OR, that has designed and produced a bike for use as a fleet bike, especially for students participating in education as part of the Safe Routes to School (SRTS) program. This size-adjustable model is called "OSATA." A key advantage to this model is that the same bike can be shared and made to fit riders varying in height between 4'0" to 6'0" thanks to the telescoping design of the frame, seat tube, and handlebars. This size range is roughly equivalent to a 20" wheel kids bike up to a large (27" frame) adult-size bike. This is particularly important if the bike fleet is intended to be shared with riders of different ages/sizes including high school students and adults, rather than simply accommodating the size/height variation within a group of people the same age. Rather than keeping a few bikes of each size as part of the fleet, the OSATA model allows all of the fleet bikes to transform to any size bike.



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II. Designing Your Bike Fleet Program

Once the decision to acquire a bike fleet has been made, there are considerations that should be discussed in order to get a fleet that is best suited for the needs and interests of the community that will be sharing the bikes. Some considerations in making your final selection of bikes include:

- What is the primary purpose of the fleet? (Section II)
- Who will be the primary users of the fleet during the school year and in the summer? (Section II)
- How many users will the fleet accommodate in a given program, and overall? (Section II)
- Who will own and manage the fleet? (Section II)
- What type and size bikes will be in the fleet? (Section III)
- What will be the range in age/size for users of this fleet? (Section III)
- How will the bikes be secured during the school year when they're being used and in the winter when they will be stored? (Section IV)
- Where will the bike trailer be stored in-between use and during the winter? (Section IV)
- What will be required of those who use the fleet? E.g. training in Walk/ Bike/ Fun! curriculum, training in basic bike maintenance, memorandum of understanding with fleet owner, and liability waivers? (Section V)
- How will use of the fleet be coordinated among the various users? (Section V)
- How will the fleet be maintained mechanically? How will routine maintenance and repairs be handled? (Section VII)
- Is there a local bike shop that has the capacity for a maintenance agreement to keep the bikes in good repair? (Section VII)
- How much usage/wear is expected on the bikes? Is the equipment designed for this use? (Section VII)
- How will insurance be handled? How will liability and risk be minimized? (Section VIII)



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III. Acquiring Fleet Bicycles

This section includes information on selecting and acquiring bicycles for use in the fleet program.

A. Recommended Specification:

- Hybrid/multi-use style bicycle
- Rigid frame with no suspension
- A range of sizes suitable for the intended audience (Image 4 on pg 5) ^{1,2}
- Pavement and trail friendly tires; no mountain bike tires (Image 1) ^{3,4}
- Strong but not heavy frame: (prefer aluminum, or light weight high quality steel (chromoly or similar) - not heavier or Hi-Ten steel)
- Durable, easy to maintain unisex bicycle; must have low standover (Image 2) ⁵
- Quick release seat adjustment (Image 3) ⁶
- Hand brakes, with free hub (no coaster brakes on 24" and greater wheel size)
- Direct pull, v-brakes preferred with adjustable reach levers
- Strong wheels with alloy rims
- Handlebars with upright riding position
- Multi-speed with only rear derailleur
- Twist shift
- Chain guard (or chain ring guard)
- Kickstand
- Bottle cage
- Numbered stickers or unique identifiers for each bicycle
- Basic bell
- Standard Manufacturer Warranty of no less than one (1) year

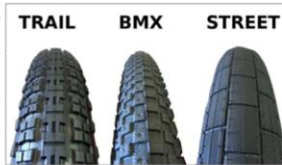


Image 1



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IV. Storing and Transporting the Fleet

When not in use, the bikes should be stored where they are secure and protected. The equipment should be kept dry, be isolated from movement and contact, and prevent unauthorized users from accessing the bikes. Preferably, the bikes would have a dedicated covered and locked space, with a storage system to prevent accidental movement of the bikes. This could include an outdoor storage shed, utility closet, garage, or any other identified space that meets these recommendations. Depending on the model of bike and storage system used, each bike will need about 12-18" of lateral space, and occupy 54-78" of length (4.5-10sq ft per bike); this space can be reduced by staggering the bikes and/or hanging them vertically, as depicted below in the trailer schematic.

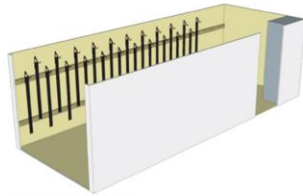
Size (up to 40 bikes): 20'L x 8'6"W x 6'6"H standard specs:

- Electric brakes on all axles
- Ramp door w/semi-style cambar-latch door holdbacks w/ grease port hinges
- 2 dome lights (1 wall switch)
- Roof vent
- 3/8" plywood liner
- 24" stoneguard
- 3/4" plywood floor
- .030 exterior aluminum metal
- Under coated frame
- 2 5/16 coupler
- DOT approved truck lights
- Welded safety chains
- Electrical wiring for towing connection

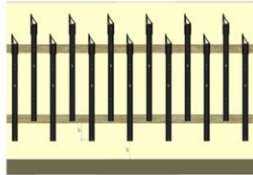


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3D view of trailer schematic.



Schematic showing staggering between trays.

Installation



Complete Trailer

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V. Fleet Management & Logistics

This section describes best practices and other suggestions based on experience with organizing and managing a fleet among multiple partners. For bike fleets used by only one group or organization (e.g. a school fleet used only for 5th grade PE, for example), some of the procedures described here will not be necessary.

A. Coordinating the Fleet

For bike fleets being shared with multiple user groups and/or partner organizations, a robust system for tracking reservation requests and details is essential. A calendar and/or spreadsheet is a useful tracking tool. One week is generally an adequate duration of time for a group to utilize a bike fleet, but this could be shorter or longer depending on factors such as the demand for the fleet bikes from other users or the intended use of the bikes (i.e. multiple lessons over several days vs. a single-day event). It is also important to factor in time for transportation and maintenance between each usage as needed. Typically one full day should be expected for routine maintenance and inspections between each usage. User-identified issues will be identified as per established check-out procedures (see below). It is also important to set a clear expectation that all bikes may not be available for a given group as promised depending on maintenance needs.

Establishing a clear and consistent protocol for collecting requests for the fleet will greatly facilitate the task of managing fleet usage. Depending on the method of taking requests (i.e. via phone, email, web form, etc), there should be a mechanism for collecting and recording pertinent details; in addition to basic contact information, this should also include the requested dates, specific location and time of day, number of bikes, total number of participants, intended usage of the fleet bikes. A sample fleet checkout protocol is included in Appendix 2.

B. Commitment Agreements



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VI. Other Recommended Supplies

In addition to the bicycles and the transport/storage trailer, we recommend the following equipment (final selection will depend on the chosen specification and intended use of the bike fleet):

- Yellow ANSI Class 2 Economy Lightweight Safety Vests (for students) Sm/Md. Safety Smart Gear or equivalent.
- Orange safety vests (for teachers/volunteers) ^{2,8}
- First aid kits
- 1-2 large plastic storage bins for supplies
- CPSC-certified helmets of various sizes based on intended audience. Discount sources for helmets:
 - MN Safety Council - elastic quick-fit, or basic dial system. These are good quality Bell helmets, at an approximate cost of \$10 or under. Contact: Erin Petersen (Erin.Petersen@minnesotasafetycouncil.org)
 - Helmets R Us - several styles to choose from. Priced from \$8.45 to \$15+. ⁹
 - ProRider - least expensive but less-adjustable very basic helmets. \$3.95 to \$7.95. ¹⁰
- Large mesh soccer bags for helmets



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VII. Fleet Maintenance

Routine Maintenance

Any person authorized to use the fleet should be trained to perform basic safety checks on the bicycles to determine their proper function and suitability to be ridden. Preferably this training would include information on how to perform simple adjustments and repairs (e.g. changing seat height, positioning handlebars, replacing an inner tube, aligning brakes – see Appendix 3 for detailed information). Routine repairs will be identified through maintenance checks before/after each usage, as established in the User Agreement (Appendix 1). This will include at a minimum performing an “ABC Quick Check” and checking tightness of stem and axle bolts. (Appendix 7)

BEFORE YOU GO:

Do the ABC Quick Check

A is for Air

B is for Brakes

C is for Cranks, Chain & Cassette



Take a quick ride to check it all before you go!



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VIII. Insurance and Liability

A. Property Insurance

Often a bicycle fleet can be covered under an existing property insurance policy. This may vary depending on whether the bicycles are used/stored on- or off-site, and under what conditions. It is important to check with your provider to have the fleet listed on the policy and find out any restrictions on the coverage. Most school-owned fleets in Minnesota currently use existing property insurance policies.

B. Liability Insurance

Managing liability and risk is crucial for several reasons, including the desire to ensure safety of children and others under direction or care, concerns about financial risks, and potential fallout for a school or organization when injuries occur. Schools and other organizations already manage risk across a wide range of activities and the risks of any new activity relating to bike fleets should be considered in the context of the existing liability risks. It is worth noting that introducing new activities (e.g. an off-site field trip, or a remote drop-off day) could introduce a new liability where previously none existed; in these cases, providers should consider whether the benefits outweigh potential risks, and focus on taking reasonable actions to manage foreseen hazards. In general, supportive policies (including SRTS initiatives) do not expose schools or organizations to greater risk; often times they reduce existing risk due to new management strategies being implemented. The following short discussion will include suggestions for risk management strategies, and protections from liability exposure (see Section IX, C and D for more resources).



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Questions?

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BINGO!

Dave's experience coming from local, national and state.

Most relevant experience: photo of girls

History

- **Walk!Bike!Fun!**
 - Reach
 - Goals
- **Previous Solicitation**
 - 2014 solicitation
 - Awarded 4 fleets



2016 Bike Fleet Solicitation



- **Solicitation Schedule**
 - What is it?
 - Solicitation is open today
 - State Funds
 - Short Application – see website
 - Guide and examples
 - Resolution
 - Applications due COB June 1, 2016



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

Fleet, trailer at ~\$31,000

State Funds (spent by June 2017)

Resolution of support from school board or governing body

What are responsibilities?

Grantee

- Take ownership of fleet
- Manage bicycle safety education program
- Host training for teachers
- Provide secure storage area
- Share the bicycles with other schools and organizations
- Maintain the bicycles, trailer and equipment for at least five years
- Complete SRTS parent surveys and tallies



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

Take ownership of an enclosed trailer with bikes (Enclosed trailer is expected to be approximately 20-25' long and weigh app. 5,000 lbs when loaded)

- Manage a bicycle safety education program
- Provide training for teachers/educators to use the bikes
- Provide a secure storage area for the trailer
- Share the bicycles with other schools and organizations
- Assume liability for use of the bikes and carry any necessary insurance
- Maintain the bicycles, trailer and other equipment for at least five years
- Complete SRTS parent surveys and hand tallies

What are responsibilities?

■ MnDOT

- Reimburse purchase
- Arrange training for Walk!Bike!Fun! via BikeMN
- Arrange training on how to use the bicycles and related equipment



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

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Strong Applications Include:

- Other SRTS Activities
- A Strong SRTS Team
- Reach
- Ability to store/maintain
- Leverage funding or in-kind match



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

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Questions?



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- Welcome and Introduction
- Bike Fleet Guide to Support SRTS
- **Legislative Update: AT Mayoral Caucus, Transportation Funding, SRTS Funding (Dorian)**
- Urban and Rural Bike Share
- New Communication
- Announcements

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In partnership with the Minnesotans for Healthy Kids, BikeMN has formed the Active Transportation Mayoral Caucus (<http://www.bikemn.org/advocacy/minnesota-mayoral-active-transportation-caucus>). See if your Mayor has signed up. 40 members from across the state (not urban core cities)

House Transportation Committee moved the SRTS bonding proposal forward at \$6 mill. Next stop is the Capital Investment Committee.

Transportation Bill has a challenging path forward.

AGENDA

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- Legislative Update: AT Mayoral Caucus, Transportation Funding, SRTS Funding (Dorian)
- **Urban and Rural Bike Share – Tony Desnick**
- New Communication
- Announcements

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Postponed until next call in June.

Will integrate eval results of Nice Ride Neighborhood Program.

AGENDA

- Welcome and Introduction
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- **Communications (Bike Advocacy Network)**
- Announcements

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Communication Policy for MN Bicycle Advocates Network

The MN Bicycle Advocates Network connects local bicycle advocates statewide to share ideas and strategies, provides BikeMN representation at the State Capitol, and fosters dialogue and communication. The group meets every other month via teleconferences hosted by the Bicycle Alliance of Minnesota (BikeMN). Participants can expect monthly email communications, detailed in the guidelines below.

Email Communication Guidelines:

Meeting reminders, agenda and follow-ups from MN Bicycle Advocates Bi-Monthly Network Teleconference (2 every other month)

Off-month email advocacy update from across the state from BikeMN staff with submissions from partners and advocates (1 every other month)

“MN Bike Advocates Bulletin” which references Minnesota-specific, bike-related current events with space at the end for solicitations of SRTS plans, upcoming events, etc. (2/month)

Advocate to advocate communications. E.g. Bike Advocate in Fergus Falls emails the network to ask what works in other towns for promoting a weekly casual ride. (ad hoc) **NOTE:** This network is designed for open sharing of strategies between local advocates. If you belong to an organization, you’re welcome to share strategies or answer inquiries about how your organization works to better engage advocates and community members. **However, this is not the forum for direct marketing of these programs for your organization through this network to the listserv.** Please send marketing requests to the BikeMN Communications Manager jo@bikemn.org to be included in our bi-monthly MN Bike Advocates Bulletin.

Teleconference Communications Guidelines:

MN Bike Advocates Network Call hosted by BikeMN with guest speakers organized in advance and time for group discussion (bi-monthly).

ANNOUNCEMENTS

Youth Bike Summit – May 27-29

Bike To School Day – May 4 (Please register your events
<http://walkbiketoschool.org/>)

Next Call: Thursday May 19; 10:00 – 11:00AM

SRTS Conference Recap

Bike to School Events (please send your pictures)

There are 2 Walk Bike Fun trainings in April – go to...<http://www.bikemn.org/events>

2016 MEETINGS



2016 Meeting Dates:

~~January 21~~

~~February 18~~

March 17 ~~Changed to March 24~~

~~April 21~~

May 19

June 16

July 21

~~August 18~~

September 15

October 20 (Confirm MEA)

November 17

December 15

Call Time: 10:00 – 11:00AM



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